# CHAPTER 5   MAT TENANT SYSTEM RECORD FORMATS AND DEFINITIONS

## MAT Tenant System Record Format and Definitions

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|---|---|---|---|---|---|---|
| **TENHR Tenant Header Record** | | | | | | |
| **MAT Field** | **Note** | **Field Name** | **Start Position** | **Field Length** | **Field Type** | **Definitions and Edits** |
| 1 | **M** | Record Identifier | 1 | 5 | Alphanumeric | Value must equal "TENHR." |
| 2 | **M** | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal "2.0.2.B" TRACS Release = 2.0.2. TRACS Version = B |
| 3 | **M** | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under this TENHR.  Multiple TENHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination.  Each TENHR must be paired with a TENND occurring prior to the next TENHR. |
| 4 | **M** | Date Stamp | 18 | 8 | Date | Format: MMDDYYYY This is a system date stamp inserted in the header record when the file was created by the **owner/agent**.  No dashes or spaces should be used in this field. |
| 5 | **M** | Time Stamp | 26 | 6 | Time | Format: HHMMSS This is a system time stamp inserted in the header record when the file is created by the **owner/agent**.  No colons should be used in this field. |

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## TENHR Tenant Header Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 6 | | OA-Defined Data | 32 | 20 | Alphanumeric | Reserved for O/A or site use.  This field may contain any value the sender wishes to use.  Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose.  This data will be returned as a field in the HUD transmission acknowledgment. |
| 7 | M | Sender Name | 52 | 15 | Alphanumeric | Sender's name. |
| 8 | | Sender Street Address | 67 | 20 | Alphanumeric | Sender's address. |
| 9 | M | Sender City Name | 87 | 15 | Alphanumeric | Sender's city. |
| 10 | | Sender State | 102 | 2 | Alphanumeric | Sender's state. |
| 11 | | Sender Zip Code | 104 | 5 | Alphanumeric | Sender's zip code. |
| 12 | | Number MAT10 | 109 | 5 | Numeric | The number of MAT10 section 1 records in this transmission. (Do not count the section records 2, 3, 4, 5 or 6.) |
| 13 | | Number MAT15 | 114 | 5 | Numeric | Number of MAT15 records in this transmission. |
| 14 | F | (Reserved for future use) | 119 | 5 | Numeric | Value must equal zero. |
| 15 | | Number MAT40 | 124 | 5 | Numeric | Number of MAT40 records in this transmission. |
| 16 | | Number MAT65 | 129 | 5 | Numeric | Number of MAT65 records in this transmission. |
| 17 | | Number MAT70 | 134 | 5 | Numeric | Number of MAT70 records in this transmission. |
| 18 | F | Number MAT71 | 139 | 5 | Numeric | Value must equal zero. |
| 19 | F | Number MAT72 | 144 | 5 | Numeric | Value must equal zero. |
| 20 | | Project Name | 149 | 35 | Alphanumeric | Enter the name of the project for which the tenant transactions are being submitted.  TRACS will use this project name for all transactions under this TENHR |

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## TENHR Tenant Header Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 21 | M | Subsidy Type | 184 | 1 | Alphanumeric | TRACS will use this subsidy type for all transactions under this TENHR. Subsidy Type = 0 (Zero) is used with MAT15 Address Records to establish addresses for unoccupied units that are not assisted by one of the subsidies listed below or for market rent tenants that are not in Section 236 or BMIR units. **NOTE: For these conditions, a project number is required in the MAT15.** 1 = Section 8 2 = Rent Supplement 3 = RAP 4 = Section 236 5 = BMIR 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202/162 PAC |
| 22 | F | Property ID | 185 | 10 | Numeric | The Property ID assigned by REMS – Leave Blank until activated by TRACS |
| 23 | MOC | Project Number | 195 | 8 | Alphanumeric | Mandatory for Section 236, BMIR, Rent Supplement, RAP, PAC and PRAC subsidy types as well as for MAT15s submitted with Subsidy Type "0" (zero). It is required for those Section 8 contracts for which a FHA project number applies. TRACS will use this project number for all transactions under this TENHR. **NOTE: Do not use "0000FMHA" as a project number in FMHA projects. Do not enter a project number for FMHA projects.** |
| 24 | MOC | Contract Number | 203 | 11 | Alphanumeric | Mandatory for Section 8, 202/162 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this TENHR. |
| 25 | M | Total Records Sent | 214 | 6 | Numeric | The total number of physical records sent in this transmission, including this header record and the TENND record. A physical record is each TENXX, each MATXX record and each section record for those MATXX records that have section records. |

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## TENHR Tenant Header Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 26 | **M** | Project's Telecom Address | 220 | 10 | Alphanumeric | The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM."  The last 5-positions are the HUD assigned number. |
| 27 | **M** | OA Transmission Date | 230 | 8 | Date | Format: MMDDYYYY<br>This is a system date stamp representing the date this file was sent by the Owner or Agent to TRACS or the CA.  No dashes or spaces should be used in this field. |
| 28 | **M** | OA Software Vendor | 238 | 20 | Alphanumeric | Name of the software product used to by the owner/agent to create this submission.  If the software was developed in-house, enter "Developed In-house". |
| 29 | **M** | Release/Version | 258 | 10 | Alphanumeric | The release or version number associated with the software used by the O/A to create this submission. Enter "N/A" if no Release or Version identification exists. |
| | | The following fields are required for CAs or entities receiving submissions and forwarding them to TRACS | | | | |
| 30 | **MOC** | CA ID | 268 | 5 | Alphanumeric | **Mandatory for Performance Based Contract Administrator submissions to TRACS: Enter** the five-character  PB CA ID assigned by the HUD accounting system. |
| 31 | **MOC** | Sender's Telecom Address | 273 | 10 | Alphanumeric | **Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.**  The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS.  Positions 1-5 must contain "TRACM."  The last 5-positions are the HUD assigned number. |
| 32 | **MOC** | CA Transmission Date | 283 | 8 | Date | **Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.** Format: MMDDYYYY<br>This is a system date stamp representing the date this file was sent to TRACS by the CA or third party.  No dashes or spaces should be used in this field. |

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## TENHR Tenant Header Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 33 | **MOC** | CA Software Vendor | 291 | 20 | Alphanumeric | **Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.**  Name of the software product used by the CA or third party to create this submission.  If the software was developed in-house, enter "Developed In-house." |
| 34 | **MOC** | CA Software Release/Version | 311 | 10 | Alphanumeric | **Mandatory for CAs or other entities receiving submissions and forwarding them to TRACS.**  The release or version number associated with the software used to create this file. Enter "N/A" if no Release or Version identification exists. |
| 35 | | Agency Defined Data | 321 | 20 | Alphanumeric | Reserved for the use of CAs or other entities receiving submissions and forwarding them to TRACS.  This field may contain any value the agency wishes to use.  Its purpose is to provide a way for the agency to track their transmissions or for any other purpose.  This data will be returned as a field in the HUD transmission acknowledgment. |

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# MAT 10 Section 1:  (Re) Certification Header Record
### (There is always a single header record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | **M** | Record Identifier | 1 | 5 | Alphanumeric | Value must equal "MAT10." |
| 2 | **M** | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal "2.0.2.B" TRACS Release = 2.0.2. TRACS Version = B |
| 3 | **M** | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4 | **M** | Section Indicator | 18 | 1 | Numeric | Value must equal "1." |
| 5 | **M** | Number of Basic Records | 19 | 4 | Numeric | Value must equal "0001." |
| 6 | **M** | Number of Family Records | 23 | 4 | Numeric | The number of MAT10, Section 3 records (one record for each family member in this household). |
| 7 | | Number of Income Records | 27 | 4 | Numeric | The number of MAT10, Section 4 records (one for each income) in this household. |
| 8 | | Number of Asset Records | 31 | 4 | Numeric | The number of MAT10, Section 5 records (one for each asset) in this household. |

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## MAT 10 Section 2:  Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | **M** | Section Indicator | 1 | 1 | Numeric | Value must equal "2." |
| 2 | **M** | Record Number | 2 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 3 | | Tenant Number | 7 | 10 | Alphanumeric | This field is for Industry use. TRACS will return this field to the sender with error messages. Left justify, space fill. A number assigned by a PHA or owner to uniquely identify a tenant household. |
| \* The following six "Previous" fields (Fields 4,5,6,7,8 &9) are special purpose fields used only when changing/correcting the identifier for an occurrence of a HUD 50059 in the TRACS database.  The identifiers for a HUD 50059 occurrence in the TRACS database are the Head of Household ID (SSN or TRACS T-id) and the certification Effective Date.  If the identifier for a HUD 50059 changes, TRACS needs the previous identifier to provide the linkage from the previous identifier to the new identifier.  Any MAT10 changing a head of household's identifier OR the certification effective date requires all previous fields.  The other time that Previous Head Last Name, Previous Head First Name, Previous Head Middle Initial, and Previous Head Birth Date are required is if the head of household had no SSN at the time the HUD 50059 being changed (previous MAT10) was submitted, and the owner/agent didn't record the T-id that TRACS assigned to the head of household.  If the previous name and birth date is entered exactly as they were submitted on the previous MAT10, TRACS will be able to locate the previously assigned T-id and effect the change. **If this MAT10 is not changing the Head of Household ID OR the certification Effective Date for a previously submitted MAT10 leave the following six fields blank.** ||||||
| 4 | \* | Previous Head ID | 17 | 9 | Alphanumeric | Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed.  This value should be the SSN/TRACS T-id, identifying the previous head of household. |
| 5 | \* | Previous MAT10 Effective Date | 26 | 8 | Date | MMDDYYYY. Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed.  This value should be the Certification Effective Date, identifying the previous MAT10 for this head of household. |

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## MAT 10 Section 2:  Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 6 | * | Previous Head Last Name | 34 | 20 | Alphanumeric | Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed, the head of household did not have a SSN when the previous MAT10 was submitted, and the owner/agent didn't record the T-id assigned by TRACS. |
| 7 | * | Previous Head First Name | 54 | 20 | Alphanumeric | Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed, the head of household did not have a SSN when the previous MAT10 was submitted, and the owner/agent didn't record the T-id assigned by TRACS. |
| 8 | * | Previous Head Middle Initial | 74 | 1 | Alphanumeric | Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed, the head of household did not have a SSN when the previous MAT10 was submitted, and the owner/agent didn't record the T-id assigned by TRACS. |
| 9 | * | Previous Head Birth Date | 75 | 8 | Date MMDDYYYY | Code a value only if the head of household identifiers (Head of Household ID or certification Effective Date) of a previous MAT10 have changed, the head of household did not have a SSN when the previous MAT10 was submitted, and the owner/agent didn't record the T-id assigned by TRACS. |
| 10 | F | FIPS County Code | 83 | 3 | Alphanumeric | The Federal Information Processing Standards code designating the county in which the project is located. |
| 11 | M | Transaction Effective Date | 86 | 8 | Date | MMDDYYYY<br>This is the date that this (re) certification transaction will initiate, continue, or change assistance for a family. |
| 12 | M | Project Move-In Date | 94 | 8 | Date | MMDDYYYY<br>The date the tenant moved into the project. |

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## MAT 10 Section 2:  Basic Record
### (There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 13 | **M** | Transaction Type (Formerly Certification Type) | 102 | 2 | Alphanumeric | Valid Codes*: <br> AR = Annual Recertification (Formerly "4") <br> CR = Converted from RAP to Section 8 (Formerly "2" plus Converted From <br>　　　Program Type = "R") <br> CS = Converted from Rent Supplement (Formerly "2" plus Converted From <br>　　　Program Type = "S") <br> IC = Initial Certification (Formerly "3") <br> IR = Interim Recertification (Formerly "5") <br> MI = Move In (Formerly "1") <br> (* See Chapter 4 – TRACS Operating Tips) |
| **NOTE** | | Converted From Program Type | | | | Replaced by expanded Transaction Type code |
| 14 | | Action Processed Code | 104 | 1 | Alphanumeric | The valid code is: <br> Space = Not a correction <br> 1 = Correction to a prior 50059. <br> Rent rebate is not supported by TRACS. |

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| MAT 10 Section 2:  Basic Record |
|---|
| (There is always a single basic record for each (Re) Certification) |

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 15 | **MOC** | Correction Type Code | 105 | 1 | Alphanumeric | **If the Action Processed Code is "1," Correction Type must be populated.**<br>The values are:<br>Space = No correction<br>1 = Administrative Resubmissions.<br>2 = Corrects owner/agent certification errors.<br>3 = Corrects tenant misreporting.<br>(See 4350.3 CHG-27. Appendix 11) |
| 16 | **F** | Effective Date of Certification Being Corrected | 106 | 8 | Date | **\*Implementation Deferred\***<br>**Mandatory if the Action Processed Code is "1."**<br>For Corrections to (re) certifications, this date is the Transaction Effective Date (Field #11) that was submitted with the full (re) certification being corrected with this transaction.  It is used by TRACS to locate the specific (re) certification being corrected.<br>(See 4350.3 CHG-27, Appendix 11, Item 11E) |

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# MAT 10 Section 2:  Basic Record

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| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 17 | | Previous Subsidy (Formerly Subsidy Change Indicator) | 114 | 1 | Alphanumeric | The previous subsidy when there has been a change in subsidy for the tenant or when the tenant moves from assisted to market rent or from market rent to assisted.<br>Space = No previous history in this project.<br>0 = Market Rent Tenants not covered by Section 236 or BMIR)<br>1 = Section 8<br>2 = Rent Supplement<br>3 = RAP<br>4 = Section 236<br>5 = BMIR<br>7 = Section 202 PRAC (Capital Advance)<br>8 = Section 811 PRAC (Capital Advance)<br>9 = Section 202/162 PAC |
| 18 | | Conversion Date Code | 115 | 1 | Alphanumeric | Applies only to tenants converted from Rent Supplement or RAP and are now receiving Section 8.  Values are:<br>1 = Converted before 10/01/81<br>2 = Converted between 10/01/81 and 9/30/84<br>3 = Converted on or after 10/01/84 |
| 19 | | Age 62 At Conversion Indicator | 116 | 1 | Alphanumeric | Applies only to tenants converted from Rent supplement or RAP and are now receiving Section 8.  Values are:<br>Y = Head or spouse 62 on date of conversion<br>N = Neither head nor spouse was 62 |
| 20 | | Continuous Section 8 Indicator | 117 | 1 | Alphanumeric | Applies only to tenants converted from Rent Supplement or RAP and are now receiving Section 8.  Values are:<br>Y = Received Section 8 continuously since conversion<br>N = Have not received Section 8 continuously since conversion |

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# MAT 10 Section 2:  Basic Record
(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 21 | | Race | 118 | 1 | Alphanumeric | Valid Race Codes:<br>1 = White<br>2 = Black<br>3 = American Indian/Native American<br>4 = Asian/Pacific Islander |
| 22 | | Ethnicity | 119 | 1 | Alphanumeric | Valid Ethnicity Codes:<br>1 = Hispanic<br>2 = Non-Hispanic |
| 23 | | Previous Housing Code | 120 | 1 | Alphanumeric | Valid Previous Housing Codes:<br>1 = Substandard<br>2 = Without or about to be Without Housing<br>3 = Standard<br>4 = Conventional Public Housing<br>   (Owned by a Public Housing Agency) |
| 24 | | Displacement Status Code | 121 | 1 | Alphanumeric | Valid Displacement Status Codes:<br>1 = Government Action<br>2 = Natural Disaster<br>3 = Private Action<br>4 = Not Displaced |
| 25 | | Filler | 122 | 3 | Alphanumeric | Federal Preference code has been discontinued. |
| 26 | | Number of Family Members | 125 | 2 | Numeric | Refer to 4350.3 CHG-27, Appendix 11 for the definition of family members to be counted. |
| 27 | | Number of Non-Family Members | 127 | 2 | Numeric | Refer to 4350.3 CHG-27, Appendix 11 for the definition of persons not to be counted as family members.  In general, they are persons whose income cannot be counted as family income. |

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# MAT 10 Section 2:  Basic Record

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| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 28 | | Number of Dependents | 129 | 2 | Numeric | Refer to 4350.3 CHG-27, Appendix 11 for the definition of dependents. |
| 29 | | Total Assets | 131 | 6 | Numeric | Total Cash Value of Family's Assets |
| 30 | | Total Income from Assets | 137 | 6 | Numeric | Total annual income expected from the family's assets. |
| 31 | | Reported Passbook Rate Percent | 143 | 6 | Numeric | Four decimal positions implied. For example, the handbook passbook rate of 2% would be entered as 000200.  Enter 000000 if not applicable. |
| 32 | | Imputed Income from Assets | 149 | 6 | Numeric | If Total Assets (Field #29) is less than or equal to $5,000, enter 000000.  Otherwise, multiply the Total Assets by the HUD approved passbook rate (Field # 31. |
| 33 | | Total Employment Income | 155 | 6 | Numeric | Includes the sum of family incomes with income codes:<br>B = Business<br>F = Federal Wage<br>M = Military Wage<br>W = Non-Federal Wage |
| 34 | | Total Pension Income | 161 | 6 | Numeric | Includes the sum of family incomes with income codes:<br>PE = Pensions<br>SI = Supplemental Security Income<br>SS = Social Security |
| 35 | | Total Public Assistance Income | 167 | 6 | Numeric | Includes the sum of family incomes with income codes:<br>T = TANF **(Formerly AFDC)**<br><br>G = General Assistance |

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## MAT 10 Section 2:  Basic Record
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| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 36 | | Total Other Income | 173 | 6 | Numeric | Includes the sum of family incomes with income codes:<br>CS = Child Support<br>I = Indian Trust<br>N = Other Non-Wage Source<br>U = Unemployment |
| 37 | | Non-Asset Income | 179 | 6 | Numeric | All income from sources other than Assets. |
| 38 | | Asset Income | 185 | 6 | Numeric | Income from Assets:  The greater of Total Income from Assets (Field # 30) or Imputed Income from Assets (Field 32) |
| 39 | | Annual Income Amount | 191 | 6 | Numeric | Sum of Non-Asset Income (Field 37) and Asset Income (Field #38). |
| 40 | | Low Income Limit Amount | 197 | 6 | Numeric | Zeros if not applicable.<br>Required for BMIR, Section 8 and 1995 202 & 811 PRACs. |
| 41 | | Very Low Income Limit Amount | 203 | 6 | Numeric | Zeros if not applicable.<br>Required for: Section 8, 202/162 PAC, Section 202 PRAC and Section 811 PRAC. |
| 42 | | Extremely Low Income Limit Amount | 209 | 6 | Numeric | Zeros if not applicable.<br>Required for: Section 8,<br>Not used for 202/162 PAC, Section 202 PRAC and Section 811 PRAC.<br>Less than 30% of median income. |
| 43 | | Eligibility Universe Code | 215 | 1 | Alphanumeric | 1 = Pre-1981<br>2 = Post-1981<br>Space = Not Section 8 |

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## MAT 10 Section 2: Basic Record
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| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 44 | | Current Income Status Code | 216 | 1 | Alphanumeric | Space = Not Section 8<br>1 = Lower<br>2 = Very Low<br>3 = Extremely Low |
| 45 | | Section 8 Assistance 1984 Indicator | 217 | 1 | Alphanumeric | Space = Not Section 8<br>Y = Yes<br>N = No<br>Complete only if Eligibility Universe Code (Field #43) is Post-1981 ("2") **and** Current Income Status Code (Field # 44) is Lower ("1"): otherwise, space fill. |
| 46 | | Income Exception Code | 218 | 3 | Alphanumeric | Permitted Values:<br>Spaces = no exceptions<br>AA; CV; EP; ET; EAT; EDT; EIT; VL<br>(See 4350.3 CHG-27, Appendix 11, Item 34C.) |
| 47 | | Dependent Allowance | 221 | 6 | Numeric | $480 X Number of Dependents (Field #28) |
| 48 | MOC | Market Rent | 227 | 6 | Numeric | Required if Section 236 is the primary or secondary subsidy.<br>Zero fill if not applicable. |
| 49 | | 3% of Income | 233 | 6 | Numeric | Annual Income Amount (Field #39) X 0.03 |
| 50 | | Handicap Expense | 239 | 6 | Numeric | The total annual expenses anticipated for handicapped assistance. |

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## MAT 10 Section 2:  Basic Record
(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 51 | | Handicap Allowance | 245 | 6 | Numeric | If 3% of Income (Field #49) is > Handicap Expense (Field # 50), enter zero.  Otherwise, enter the **lesser** of (Handicap Expense - 3% of Income) or the employment income adult members will earn due to the care being available.<br>**Note:  The portion of employment income used to justify childcare allowances (Field 83) cannot also be used to justify the handicap assistance allowance.** |
| 52 | | Medical Expense | 251 | 6 | Numeric | Available only for disabled or elderly (62) head, spouse or co-head, Enter the annual expense the family expects to pay. |
| 53 | | Medical Allowance | 257 | 6 | Numeric | If Handicap Expense (Field # 50) is > 3% of Income (Field #49), enter Medical Expense (Field #52); otherwise, enter the result of:<br>(Medical Expense + Handicap Expense) – 3% of Income. Cannot be less than zero. |
| 54 | | Elderly Allowance | 263 | 6 | Numeric | Enter **$400** if head, spouse or co-head is handicapped, disabled, or elderly. |
| 55 | | Total Allowance | 269 | 6 | Numeric | (Dependent Allowance (Field # 47) + Child Care Allowance enabling a family member to work (Field # 83) + Child Care Allowance enabling a family member to look for work or attend school (Field # 84) + Handicap Allowance (Field # 51) + Medical Allowance (Field # 53) + Elderly Allowance (Field # 54)) |
| 56 | | Adjusted Income Amount | 275 | 6 | Numeric | (Annual Income Amount (Field # 39) - Total Allowance (Field # 55)) |
| 57 | | Contract Rent Amount | 281 | 6 | Numeric | This value cannot be zero. |
| 58 | | Utility Allowance Amount | 287 | 6 | Numeric | Zero if not applicable. |

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| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 59 | | Gross Rent | 293 | 6 | Numeric | Contract Rent (Field #57) + Utility Allowance Amount (Field #58) |
| 60 | | Welfare Rent | 299 | 6 | Numeric | Zero if not applicable. |
| 61 | | HCDA % | 305 | 2 | Numeric | Value = 30 or 00. |
| 62 | | Worksheet Code | 307 | 1 | Alphanumeric | Enter the Worksheet Code for the worksheet used to calculate the TTP.<br>Valid Worksheet Code values are:  D, E, F or G. |
| 63 | MOC | Minimum Rent Hardship Exemption Code | 308 | 1 | Alphanumeric | **Required if a Section 8 tenant is claiming exemption from the $25 minimum rent.  Applies only to Section 8.**<br>Valid Codes are:<br>Space = Not Applicable<br>1 = Lost eligibility or awaiting an eligibility determination for a Federal, State or local assistance program.<br>2 = Family would otherwise be evicted because it is unable to pay the minimum rent.<br>3 = Family income has decreased due to changed circumstances, including loss of employment.<br>4 = Death in Family<br>5 = Other circumstances determined by the responsible entity or HUD and includes the period during which the agent processes an exemption request. |
| 64 | | Total Tenant Payment | 309 | 6 | Numeric | Zero if not applicable. |
| 65 | | Tenant Rent | 315 | 6 | Numeric | Enter value from the appropriate worksheet. |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# MAT 10 Section 2:  Basic Record
(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 66 | | Utility Reimbursement | 321 | 6 | Numeric | Zero if not applicable. |
| 67 | | Assistance Payment Amount | 327 | 6 | Numeric | Zeros if not applicable.  A negative assistance payment amount is only appropriate for a PRAC unit. Follow the procedure in 4350.3 CHG 27, Appendix 11. **NOTE:  Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045. Positive numbers are unsigned.** |
| 68 | | % Actually Charged | 333 | 6 | Numeric | Two decimal positions implied. For example, code 12000 for 120% and code 03050 for 30.5%.  Enter 000000 if this is not applicable. |
| 69 | | Police or Security Tenant | 339 | 1 | Alphanumeric | Indicate if the tenant family has been granted the special privileges police or security professionals in Section 8 projects.  The income apply, and the TTP must be at least 50% of contract rent.  No be filed for the unit when the police or security professional Acceptable Values: Y = Police or Security privileges apply to this Section 8 tenant N or Space = No police or security privileges apply. |
| 70 | | Next Recertification Date | 340 | 8 | Date | MMDDYYYY.  Next Recertification date cannot be more than one year after the Transaction (certification) Effective Date of the MAT10 being submitted; however, it could be less than one year. |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# MAT 10 Section 2:  Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 71 | | Bedroom Count | 348 | 2 | Numeric | The number of bedrooms in the unit. |
| 72 | F | Building ID | 350 | 19 | Alphanumeric | REAC-assigned Building Number. |
| 73 | M | Unit Number | 369 | 10 | Alphanumeric | If the Unit Number is used once within the project then enter the unit number.  If the Unit Number is used more than once within the project add a unique identifier-for example, an alpha prefix indicating the building and/or a prefix identifying multiple approved certified tenants in a single unit – e.g. double occupancy.  Do not use the street address. |
| 74 | MOC | Security Deposit | 379 | 6 | Numeric | A security deposit is required for Sec 8, PAC and PRAC tenants. Established at move-in, the amount to be collected is documented in the 4350.3 REV-1, Handbook.<br><br>Security deposits submitted for Rent Supp, RAP, Sec 236 and BMIR tenants will be stored as submitted. |
| 75 | F | Region Code | 385 | 2 | Alphanumeric | The 2-character code for the Area associated with this certified household. |
| 76 | F | Field Office Code | 387 | 2 | Alphanumeric | The 2-character code for the Field Office associated with this certified household. |
| 77 | MOC | Tenant Signed Date | 389 | 8 | Date MMDDYYYY | The date the tenant signed this (re)certification. **Note: If the tenant is unable to sign for a legitimate reason, leave this field blank, but set Field 99, Tenant Unable to Sign Indicator to "Y".  Resubmit the 50059 as a correction when tenant signs.  This change is to enable timely recertification even if the tenant isn't available to sign the 50059.** |

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# MAT 10 Section 2:  Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 78 | **M** | Owner Signed Date | 397 | 8 | Date MMDDYYYY | The date the owner signed this (re)certification. |

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## MAT 10 Section 2: Basic Record
### (There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 79 | **MOC** | Household Assistance Status Code | 405 | 1 | Alphanumeric | Required by TRACS for tenants with a Project Move-In Date on or after 06/19/1995. Also required for all in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. This field relates to HUD's restrictions on assistance to non-citizens. Enter one of the codes listed below. Consult with paragraph 3-12 and the Glossary for the definitions of terms used in this field and for guidance in determining which code to use.<br><br>Valid values are:<br>N = Subsidy Type is not subject to the Non-Citizen Rule.<br><br>F = Full Assistance while the verification of eligibility is pending. A family is in this status if any member is awaiting verification of eligibility.<br><br>E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance.<br><br>C = Continued Assistance. The mixed family, resident on/before June 19,1995, qualifies for continuation of full assistance under the Non-Citizen Rule.<br><br>P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule. |

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## MAT 10 Section 2:  Basic Record
(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 79 (continued) | | | | | | T = Temporary Deferral of Termination. The family is not eligible for assistance under the Non-Citizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status. **NOTE**: With the implementation of TRACS Release 202B, TRACS will reject MAT10 certifications submitted after March 1, 2005 with the Household Assistance Status Code 'T', Temporary Deferral of Termination. To allow the Industry to maintain certifications submitted to TRACS with a "T" code prior to March 1, 2005, **the following exceptions apply**. <br><br>▪ MAT10 correction transactions may be submitted to TRACS to correct a "T" code certification with a transaction effective date prior to the March 1, 2005 cut-off date. The certification's transaction effective date/ "T" code combination must match a certification already in TRACS. <br><br>▪ MAT10 retroactive transactions may be submitted to store a "T" code certification with a transaction effective date prior to the March 1, 2005 cut-off date. The household must have a history of a deferral ("T" code). |

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## MAT 10 Section 2:  Basic Record
(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 80 | F | Family Addition Adoption | 406 | 2 | Numeric | The number of expected adopted family members. |
| 81 | F | Family Addition Pregnancy | 408 | 2 | Numeric | The number of expected family additions by childbirth. |
| 82 | F | Family Addition Foster Children | 410 | 2 | Numeric | The number of expected foster children as family additions. |
| 83 | | Child Care Expense A | 412 | 6 | Numeric | Expenses that enable an adult family member to work.  Consider only expenses for the care of children (including foster children) under the age of 13 under the rules in 4350.3.  The allowable expense cannot exceed the amount earned as the result of this care. |
| 84 | | Child Care Expense B | 418 | 6 | Numeric | Expenses that enable an adult family member to look for work or to attend school. |
| 85 | M | Voucher Date | 424 | 8 | Date MMDDYYYY | The voucher period in which the transaction affects a monthly subsidy voucher or payment.  In the case of a 236 or BMIR, use the month for which the transaction was submitted. **"DD" will always be "01."** |
| 86 | | Secondary Subsidy Type | 432 | 1 | Alphanumeric | Valid values are: <br> S = This family lives in a Section 236 project and also receives prorated benefits from Section 8, RAP or Rent Supplement. <br> Space = This family does not live in a Section 236 project. <br> *NOTE: Space = Blank* |

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## MAT 10 Section 2:  Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 87 | | Survivor Indicator | 433 | 1 | Alphanumeric | Indicates that the current head of household does not meet the special conditions to qualify for the unit, but does qualify as the survivor of the person who originally met the special requirements and qualified for the unit.<br>Valid value is:<br>"Y" = Yes |
| 88 | F | Waiver Type Code | 434 | 4 | Alphanumeric | |
| 89 | F | Move Into Unit Date | 438 | 8 | Date MMDDYYYY | The date the family moved into the unit.  Code only if different from Project Move In Date. |
| 90 | F | Other Preference Code | 446 | 3 | Alphanumeric | Preference codes (excluding Federal Preference Codes)  indicate local preference codes (if applicable). |
| 91 | MOC | Baseline Certification Indicator | 449 | 1 | Alpha | This indicator is valued with "Y" when establishing a family in TRACS with an AR, IR, Move In or Initial Certification. A Correction can be a baseline. Without the baseline indicator, tenants can only be established in the TRACS database with an MI,  IC or Correction. The Next Recertification Date of the Baseline Certification cannot be more than 3-months prior to the date that the baseline cert is submitted to TRACS. |
| 92 | | Plan of Action Indicator | 450 | 1 | Alphanumeric | This indicator is valued with "2" or "6" if the project is either Title II or Title VI.  This indicator will be used to modify the Section 8 edit to accept Plan of Action computations.  This indicator is valued with:<br>2 = if the project is under Plan of Action Title II.<br>6 = if the project is under Plan of Action Title VI. |

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## MAT 10 Section 2: Basic Record

(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 93 | | HUD-Owned Indicator | 451 | 1 | Alpha | This indicator is valued with "Y" if the project is HUD-owned. This indicator will permit HUD-Owned projects to submit certifications to TRACS. |
| 94 | | Unit Transfer Code | 452 | 1 | Alphanumeric | The values are:<br>Space = Not a Unit Transfer<br>Y = Unit Transfer<br>**Note: If the unit number in a (re) certification is not the same as the (re) certification it supersedes, and the unit transfer indicator is not 'Y,' the (re) certification will be rejected.**<br>Neither the project number nor the contract number can change with a unit transfer. If either attribute changes, effect the transfer by moving the tenant out of their previous unit and use an Initial Certification to establish the tenant in their new unit.<br>A MAT70 should be submitted for a unit transfer where the tenant is not to be recertified. |
| 95 | MOC | Previous Unit Number | 453 | 10 | Alphanumeric | The previous unit number is required if the (re) certification includes a unit transfer. |
| TENANT ACCESSIBILITY QUALIFICATIONS: The owner or management agent must certify whether the family occupying the unit specified in the (re) certification requires the accessibility features of the unit.<br>NOTE: "Family, as used below, includes the Head, Spouse, Co-head, and Other Adult Family Members.  (Relationship Codes H, S, K & O) | | | | | | |
| 96 | **M** | Mobility Impaired | 463 | 1 | Alphanumeric | Family is mobility impaired:<br>Y = Yes<br>N = No |
| 97 | **M** | Hearing Impaired | 464 | 1 | Alphanumeric | Family is hearing impaired:<br>Y = Yes<br>N = No |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

## MAT 10 Section 2: Basic Record
(There is always a single basic record for each (Re) Certification)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 98 | **M** | Visually Impaired | 465 | 1 | Alphanumeric | Family is visually impaired:<br>Y = Yes<br>N = No |
| 99 | **M** | Tenant Unable to Sign Indicator | 466 | 1 | Alphanumeric | The tenant is legitimately unable to sign the 50059 in time to achieve an on time recertification. Submit a correction with the Tenant Signed Date (Field 77) populated when the tenant is able to sign.<br>Y = Yes (Tenant signed date = null date)<br>N = No (Tenant signed date populated with a legitimate date) |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# MAT10  Section 3:  Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | **M** | Section Indicator | 1 | 1 | Numeric | Value must equal "3." |
| 2 | **M** | Record Number | 2 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 3 | **M** | Member Number | 7 | 2 | Numeric | The head of household must have a member number of "01." Also, field #7, Relationship Code, must be coded "H." No other family records for the household may contain these codes.  Assign a member number to each family member.  These member numbers will be used to associate income to specific family members. **Zeros (00) are not valid.** |
| 4 | **M** | Last Name | 9 | 20 | Alphanumeric | |
| 5 | **M** | First Name | 29 | 20 | Alphanumeric | |
| 6 | **MOC** | Middle Initial | 49 | 1 | Alphanumeric | Must be entered if the Member has a middle initial |
| 7 | **M** | Relationship Code | 50 | 1 | Alphanumeric | The head of household must have a relationship code of "H." See definition for member number, field #3, for additional qualification of head of household or refer to the HUD 4350.3 Handbook.  Valid Relationship Codes are: D = Dependent F = Foster child(ren) H = Head of household K = Co-head of household L = Others living in the unit who are not members of the family O = Other adult family member whose income is counted as annual income S = Spouse |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# MAT10  Section 3:  Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 8 | | Sex Code | 51 | 1 | Alphanumeric | Valid Sex Codes:<br>F = Female<br>M = Male |
| 9 | **M** | Birth Date | 52 | 8 | Date | MMDDYYYY |
| 10 | | Special Status Code | 60 | 4 | Alphanumeric | Enter all codes that apply.<br>E = Elderly Head, Co-head, or Spouse<br>   (at least 62 on certification effective date)<br>S = Full-time student 18 or older<br>H= Handicapped/Disabled family member<br>J = Dependent whose custody is jointly shared by more than one family |
| 11 | **M** | Identification Code | 64 | 9 | Alphanumeric | Code 999999999 if no SSN/TRACS ID.  Do not enter the TRACS-generated T Number if the name has changed from the last recertification for this family.  A new T Number will be generated.<br>*NOTE: This is the Family Member's SSN/TRACS ID; it is not the SSN Benefit Claim Number*. |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# MAT10 Section 3: Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 12 | MOC | Member Eligibility Code | 73 | 2 | Alphanumeric | Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95 and a Household Assistance Status Code other than "N." It is also required for all in-place tenants to whom it applied no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message.<br><br>Enter one of the following codes for each household member. Consult with handbook paragraph 3-12 and the Glossary on what the terms below mean. Obtain the information about each individual by reviewing the tenant/applicant declaration.<br><br>Note: Spaces = not applicable (BMIR, PAC, PRAC, Market)<br><br>EC = individual is a citizen or national<br>EN = individual is a noncitizen with eligible immigration status<br>IC = Ineligible noncitizen child of a family head or spouse<br>IN = Member is an Ineligible Non-Citizen<br>IP = Ineligible Parent of a Head of Household or spouse<br>PV = Individual's eligibility status is pending verification-documents have been submitted and member is treated as eligible for Full Assistance until such time eligibility has been verified from DHS. At such time that the member's eligibility has been verified, the code must be updated accordingly.<br>XX = Individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults). Field 7 shows a relationship code of "F" or "L" for these individuals. |

M = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# MAT10  Section 3:  Family Record

(There is a record in this section for each family member recorded on the (Re) Certification.)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 13 | | Alien Registration Number | 75 | 10 | Alphanumeric | The registration number assigned by INS. |
| 14 | F | Occupation Description | 85 | 10 | Alphanumeric | |
| 15 | | Able To Work Care Code | 95 | 2 | Alphanumeric | Assistance provided so a household member can work. Valid codes are: "C" = Child Care "H" = Handicapped "CH" = Both |
| 16 | F | Care Received Care Code | 97 | 2 | Alphanumeric | |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | M | Section Indicator | 1 | 1 | Numeric | Value must equal "4." |
| 2 | M | Record Number | 2 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 3 | M | Member Number | 7 | 2 | Numeric | Numeric starting with "01" for the Head of Household.  The member number in the income record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the income record.  **Zeros (00) are not valid.** |
| 4 | M | Code | 9 | 4 | Alphanumeric | Income Type Code Maintenance descriptions:<br>B    = Business<br>CS  = Child Support<br>F    = Federal Wage<br>G    = General Assistance<br>I    = Indian Trust<br>M   = Military Wage<br>N    = Other Non Wage Source<br>PE  = Pensions<br>SI   = Supplemental Security Income (both personnel benefit and state supplements administered by SSA)<br>SS  = Social Security (both personal and dual entitlements)<br>T    = TANF (Replaces "A = AFDC")<br>U    = Unemployment<br>W   = Non-Federal Wage |
| 5 | M | Amount | 13 | 6 | Numeric | If a family member has no income, do not submit an Income Record for that family member. |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

# MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 6 | F | New Household Member Income Indicator | 19 | 1 | Alphanumeric | A new income-producing member to this household who was not on a previous 50059 or who was not producing income on the previous 50059. Valid values are: "Y" = New income member "N" = Not a new income member Space = Not applicable |
| 7 | F | Newly Employed Income Indicator | 20 | 1 | Alphanumeric | A member of a household who was unemployed on previous 50059 but is now employed on this 50059. "Y" = Newly employed "N" = Still unemployed Space = Not applicable |
| 8 | F | SSN Benefits Claim Number | 21 | 9 | Alphanumeric | If this income is derived from social security benefits, code the claim number used to collect those benefits. |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

# MAT10  Section 5:  Asset Record

(There is a record in this section for each asset recorded on the (Re) Certification.)

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | M | Section Indicator | 1 | 1 | Numeric | Value must equal "5." |
| 2 | M | Record Number | 2 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 3 | F | Member Number | 7 | 2 | Numeric | Numeric starting with "01" for the Head of Household.  The member number in the asset record must be the same as the Member Number in the MAT10, Section 3 Family Record for the family member associated with the asset record.  **Zeros (00) are not valid.** |
| 4 | | Description | 9 | 20 | Alphanumeric | |
| 5 | M | Status | 29 | 1 | Alphanumeric | C = Current; I = Imputed. |
| 6 | M | Cash Value Amount | 30 | 6 | Numeric | May be zero |
| 7 | | Actual Yearly Income Amount | 36 | 6 | Numeric | Refer to 4350.3 for the details on how to perform this calculation. |
| 8 | F | Date Divested | 42 | 8 | Date | MMDDYYYY.  The date the family disposed of the asset. |

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# MAT15 Address Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal "MAT15" |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal "2.0.2.B"<br>TRACS Release = 2.0.2<br>TRACS Version = B |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4 | MOC | Head Of Household ID Code | 18 | 9 | Alphanumeric | • The SSN/TRACS ID of the Head of Household.  Enter 999999999 if the head of household is present but has no SSN/TRACS ID.<br>• Head of Household ID Code is required if the unit is occupied and assisted.  If the unit is unoccupied or unassisted at the time of the Unit Address Load, the Head of Household ID Code is not required.<br>• When the head of the household occupying the unit has no SSN or T-ID, the name and birth date will be required and the Head of Household ID Code field is to be 9-filled.<br>• Head of Household ID Code is required for a tenant mailing address MAT15. |
| 5 | MOC | Head Last Name | 27 | 20 | Alphanumeric | Required if the unit is occupied, but the head of household has no SSN and the OA does not have the tenant's "T-ID."  Not required for unoccupied or unassisted units. |
| 6 | MOC | Head First Name | 47 | 20 | Alphanumeric | Required if the unit is occupied, but the head of household has no SSN and the OA does not have the tenant's "T-ID."  Not required for unoccupied or unassisted units. |
| 7 | MOC | Head Middle Initial | 67 | 1 | Alphanumeric | Required if the unit is occupied, but the head of household has no SSN and the OA does not have the tenant's "T-ID."  Not required for unoccupied or unassisted units.  Blanks are accepted in this field. |

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# MAT15 Address Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 8 | MOC | Head Birth Date | 68 | 8 | Date | MMDDYYYY. Required if the unit is occupied, but the head of household has no SSN and the OA does not have the tenant's "T-ID." Not required for unoccupied or unassisted units. |
| 9 | F | Building ID | 76 | 19 | Alphanumeric | |
| 10 | MOC | Unit Number | 95 | 10 | Alphanumeric | • Unit Number is Mandatory for a MAT15 Unit Address Add/Update transaction.  It is not required for a Tenant Mailing Address.<br>• Unit Number must be entered using a standard format for the project that meets the "unique within a project" requirement.<br>• This must be the same format used when "Unit Number" is entered in (re) certifications (MAT10), move-outs (MAT40) and unit transfers (MAT70). |
| 11 | MOC | Previous Unit Number | 105 | 10 | Alphanumeric | The Previous Unit Number is required only when the MAT15 is submitted to change the Unit Number or Address.  This field must be populated for unit address change transactions, using the previous Unit Number exactly as it was submitted to TRACS.  The Previous Unit Number is required even if the Unit Number is not the address element being changed.  The previous unit number is also required when using the MAT15 to renumber units within the project.  The MAT15 will be rejected if TRACS cannot find the previous unit number. |
| 12 | M | Address Type | 115 | 1 | Alphanumeric | Identifies Unit or Mailing Address.  A Head of Household ID Code is required for mailing addresses.  Values are:<br>"U" = Unit Address<br>"M" = Mailing Address (if different from Unit Address) |
| 13 | M | Transaction Type | 116 | 1 | Numeric | Valid Transaction Type action by Owner / Agents are:<br>1 = Address Deletion<br>2 = Address Add/Update (Used for both initial loads and updates)<br>3 = Renumber Unit |

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# MAT15 Address Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 14 | **MOC** | First Address Line | 117 | 45 | Alphanumeric | First Address Line is required for an Address initial load or update.  It should contain the unit number meeting the requirements for mail delivery by the USPS. For a tenant mailing address, the First Address Line can be used for a "care of" or "attention" name. First Address Line is not required for an Address Deletion. |
| 15 | | Second Address Line | 162 | 45 | Alphanumeric | Second Address Line. |
| 16 | | Third Address Line | 207 | 45 | Alphanumeric | Third Address Line. |
| 17 | **MOC** | City Name | 252 | 28 | Alphanumeric | Required on an Address Load or Address Update transaction. |
| 18 | **MOC** | State Code | 280 | 2 | Alphanumeric | Required on an Address Load and an Address Update transaction. |
| 19 | **MOC** | Zip - 5 | 282 | 5 | Numeric | Required on an Address Load and an Address Update transaction.  For codes see United States Postal Services Publication 65, available from local post office. |
| 20 | | Zip - 4 | 287 | 4 | Numeric | Must enter all zeros when no ZIP-4 is provided. |
| 21 | **MOC** | Mobility Accessibility Code | 291 | 1 | Alphanumeric | Required only when address type is "U" (Unit).  Identifies unit's accessibility status for tenants with mobility impairments. Values are: Y = Accessible for Mobility Impaired N = Not accessible for Mobility Impaired. |
| 22 | **MOC** | Hearing Accessibility Code | 292 | 1 | Alphanumeric | Required only when address type is "U" (Unit).  Identifies unit's accessibility status for tenants with hearing impairments. Values are: Y = Accessible for the Hearing Impaired N = Not accessible for the Hearing Impaired. |

**M** = Mandatory field; has a value not equal to spaces or zeros     **MOC** = Mandatory on condition(s)     **F** = Future field; TRACS will value with the appropriate fill characters

## MAT15 Address Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 23 | **MOC** | Visual Accessibility Code | 293 | 1 | Alphanumeric | Required only when address type is "U" (Unit). Identifies unit's accessibility status for tenants with visual impairments. Values are: Y = Accessible for the Visually Impaired N = Not accessible for the Visually Impaired. |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions, please refer to **Chapter 4 – TRACS Operating Tips**.

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal "MAT40." |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal "2.0.2.B.". TRACS Release = 2.0.2. TRACS Version = B |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4 | M | Transaction Type | 18 | 2 | Alphanumeric | Value = MO |
| 5 | M | Head of Household ID Code | 20 | 9 | Alphanumeric | The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID, and submit the Head of Household's name and birth date. |
| 6 | MOC | Head Last Name | 29 | 20 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID.. |
| 7 | MOC | Head First Name | 49 | 20 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 8 | MOC | Head Middle Initial | 69 | 1 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 9 | MOC | Head Birth Date | 70 | 8 | Date MMDDYYYY | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 10 | M | Move Out Date | 78 | 8 | Date | MMDDYYYY. The date the tenant moved out of the project. |
| 11 | M | Unit Number | 86 | 10 | Alphanumeric | The unit from which the tenant moved. The unit number must exist in the TRACS address table and be associated with the tenant moving out: otherwise, a discrepancy message will be returned to the sender. |
| 12 | F | Building ID | 96 | 19 | Alphanumeric | The building from which the tenant moved. |

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition(s)    F = Future field; TRACS will value with the appropriate fill characters

# MAT40 Move-Out Record

Note: For suggestions on how and when to submit Move-Out transactions, please refer to **Chapter 4 – TRACS Operating Tips**.

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 13 | **M** | Move Out Code | 115 | 3 | Alphanumeric | The valid codes are:<br>1 = Owner initiated for nonpayment of rent<br>2 = Owner initiated other than nonpayment of rent<br>3 = Tenant initiated<br>4 = Death of sole family member |
| 14 | MOC | Date of Death | 118 | 8 | Date | MMDDYYYY:  **Required if the Move-Out Code is "4."**  The unit is to be vacated within 14-days of the date of death of the sole household member. TRACS will generate a discrepancy if the Move-Out Date is greater than 14-days following the date of death. |
| 15 | **M** | Voucher Date | 126 | 8 | Date | The voucher period in which the move-out adjustment is reflected. |
| 16 | **F** | Correction Type | 134 | 1 | Alphanumeric | 1 = Reserved<br>2 = Corrects Owner/Agent Error<br>3 = Corrects tenant misreporting error |
| 17 | **F** | Transaction Effective Date of Move-out Being Corrected | 135 | 8 | Date | This is a "MOC" field.  It must be populated if the Correction Type is populated. For corrections to Move-outs, enter the Transaction Effective Date of the full certification to which the move-out was applied.  If the move-out was applied to the wrong certification occurrence, delete the move-out (MAT20) and resubmit with the appropriate Transaction Effective Date in the Move-out transaction |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

# MAT65 Termination Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal "MAT65." |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4 | M | Transaction Type | 18 | 2 | Alphanumeric | Value = TM |
| 5 | M | Head of Household ID Code | 20 | 9 | Alphanumeric | The SSN/TRACS ID of the Head of Household.  Enter 999999999 if the head of household has no SSN/TRACS ID, and enter the Head of Household's name and birth date. |
| 6 | MOC | Head Last Name | 29 | 20 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 7 | MOC | Head First Name | 49 | 20 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 8 | MOC | Head Middle Initial | 69 | 1 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 9 | MOC | Head Birth Date | 70 | 8 | Date | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 10 | M | Term Effective Date | 78 | 8 | Date | MMDDYYYY.  The date this termination became or will become effective. |

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition(s)    F = Future field; TRACS will value with the appropriate fill characters

# MAT65 Termination Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 11 | M | Termination Code | 86 | 3 | Alphanumeric | Valid Termination Codes:<br>TI =  Equals/Exceeds Gross Rent (Replaces "TTP")<br>TC = Did not supply citizenship/eligible alien documentation<br>TR = Did not re-certify on time.  Tenant required to pay market rent.<br>TF = Tenant refused to transfer as agreed or submitted false data.<br>LR = Did not re-certify on time.  Temporarily paying market rent.<br>CE = Subsidy contract expired or combined with a renewal contract.<br>**The following codes are reserved for HUD use only.**<br>EN = Contract terminated for enforcement action.<br>HQ = TRACS generated termination for failure to recertify, submit a termination or move-out. |
| 12 | | Description | 89 | 78 | Alphanumeric | Free form text. |
| 13 | F | Building ID | 167 | 19 | Alphanumeric | The building in which the tenant lives. |
| 14 | M | Unit Number | 186 | 10 | Alphanumeric | The unit in which the tenant lives. |
| 15 | M | Voucher Date | 196 | 8 | Date | MMDDYYYY:  The date of the voucher in which the termination is reflected NOTE**: "DD" is always "01".** |
| 16 | F | Correction Type | 204 | 1 | Alphanumeric | 1 = Reserved<br>2 = Corrects Owner/Agent Error<br>3 = Corrects tenant misreporting error |
| 17 | F | Transaction Effective Date of Termination Being Corrected | 205 | 8 | Date | This is a "MOC" field.  It must be populated if the Correction Type is populated.  For corrections to Terminations, enter the Transaction Effective Date of the full certification to which the termination was applied.  If the termination was applied to the wrong certification occurrence, delete the termination (MAT20) and resubmit with the appropriate Transaction Effective Date in the termination transaction |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

## MAT70 Unit Transfer/Gross Rent Change Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | M | Record Identifier | 1 | 5 | Alphanumeric | Value must equal "MAT70." |
| 2 | M | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B |
| 3 | M | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record submitted under the TENHR. |
| 4 | M | Transaction Type | 18 | 2 | Alphanumeric | Values are: GR = Gross Rent Change UT = Unit Transfer **NOTE:  Unit Transfers can only be used if the project number and contract number do not change.  Otherwise, a Move Out and an Initial Certification is used to effect the transfer.** |
| 5 | M | Head Of Household ID Code | 20 | 9 | Alphanumeric | The SSN/TRACS ID of the Head of Household.  Enter 999999999 if the head of household has no SSN/TRACS ID, and enter the Head of Household's name and birth date. |
| 6 | MOC | Head Last Name | 29 | 20 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 7 | MOC | Head First Name | 49 | 20 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 8 | MOC | Head Middle Initial | 69 | 1 | Alphanumeric | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 9 | MOC | Head Birth Date | 70 | 8 | Date | Required only if the head of household has no SSN and the OA does not have the tenant's "T-ID. |
| 10 | M | Transaction Effective Date | 78 | 8 | Date | MMDDYYYY.  The date this transaction (gross rent change or unit transfer) is effective. |

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition(s)    F = Future field; TRACS will value with the appropriate fill characters

## MAT70 Unit Transfer/Gross Rent Change Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 11 | M | Unit Number | 86 | 10 | Alphanumeric | For UT, the unit into which the tenant is moving. For GHR, the unit occupied by the tenant. The unit number must be unique within a project. |
| 12 | F | Building ID | 96 | 19 | Alphanumeric | The building into which the tenant is moving. |
| 13 | | Security Deposit | 115 | 6 | Numeric | The amount of security deposit for a Section 8 tenant to be collected on the unit the family is moving into.  This value includes any amounts transferred from the previous unit.  The security deposit is set at move in and is not changed.  The amount is equal to one month's TTP or $50 whichever is greater. The amount submitted will replace the Security Deposit originally submitted in this Tenant's MAT10. |
| 14 | M | New Contract Rent Amount | 121 | 6 | Numeric | See definition in Handbook 4350.3, Appendix 11. **Enter 9999 (all 9's) if this transaction is for a unit transfer only and there is no change in contract rent.** |
| 15 | | Tenant Rent | 127 | 6 | Numeric | See in Handbook 4350.3 CHG-27, Appendix 11.  Submit prorated amount for prorated tenant. |
| 16 | | Total Tenant Payment | 133 | 6 | Numeric | See definition in Handbook 4350.3 CHG 27, Appendix 11.  Submit prorated amount for prorated tenant. |
| 17 | | Gross Rent | 139 | 6 | Numeric | See definition in Handbook 4350.3 CHG-27, Appendix 11. |
| 18 | | Utility Allowance Amount | 145 | 6 | Numeric | See definition in Handbook 4350.3 CHG-27, Appendix 11. |
| 19 | | Utility Reimbursement | 151 | 6 | Numeric | See definition in Handbook 4350.3CHG-27, Appendix 11.   Submit prorated amount for prorated tenant. |
| 20 | | Assistance Payment Amount | 157 | 6 | Numeric | Zeros if not applicable. A negative assistance payment amount is only valid for a PRAC unit.  Submit prorated amount for prorated tenant. **NOTE:  Enter negative numbers with the sign in the leftmost position and the number right-adjusted and zero filled e.g. -00045.  Positive values are unsigned.** |
| 21 | M | Voucher Date | 163 | 8 | Date (MMDDYYYY) | (MMDDYYYY): The date of the voucher being affected by the Unit Transfer or Gross Rent Change. **Note: "DD" is always "01."** |

M = Mandatory field; has a value not equal to spaces or zeros     **MOC** = Mandatory on condition(s)     **F** = Future field; TRACS will value with the appropriate fill characters

# MAT70 Unit Transfer/Gross Rent Change Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 22 | **MOC** | Previous Unit Number | 171 | 10 | Alphanumeric | The Previous Unit Number is required if the MAT70 is a unit transfer. |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

# TENND Tenant Batch Trailer Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | **M** | Record Identifier | 1 | 5 | Alphanumeric | Value must equal "TENND." |
| 2 | **M** | Release/Version Number | 6 | 7 | Alphanumeric | Value must equal "2.0.2.B."<br>TRACS Release = 2.0.2.<br>TRACS Version = B |
| 3 | **M** | Record Number | 13 | 5 | Numeric | A sequential number beginning with 00001 for the TENHR and incremented by 1 for each record including the TENND.  Each TENND must be paired with a preceding TENHR. |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

# TENER Tenant MAT Error Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | **M** | Literal | 1 | 27 | Alphanumeric | Value "Processing Mailbox ID: @*@." |
| 2 | **M** | Sender's Telecom Address | 28 | 10 | Alphanumeric | The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS.  Positions 1-5 must contain "TRACM."  The last 5-positions are the HUD assigned number.  **(Formerly Mailbox ID)** |
| 3 | **M** | Project's Telecom Address | 38 | 10 | Alphanumeric | The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM."  The last 5-positions are the HUD assigned number.  **(Formerly Mailbox ID)** |
| 4 | | Record Identifier | 48 | 5 | Alphanumeric | Value "TENER." |
| 5 | | Release/Version Number | 53 | 7 | Alphanumeric | Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B |
| 6 | | Record Number | 60 | 5 | Numeric | A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission. |
| 7 | | Original Date Stamp | 65 | 8 | Date | MMDDYYYY - The date stamp of the original transmission to which these error records apply. |
| 8 | | Original Time Stamp | 73 | 6 | Time | HHMMSS - The time stamp of the original transmission to which these error records apply. |
| 9 | | Tenant Number | 79 | 10 | Alphanumeric | If field #10 contains the value "MAT10," then this is the tenant number, which was sent with the 50059 in error.  The value is left justified and space filled. |
| 10 | | Record Type Error | 89 | 5 | Alphanumeric | Contains the MAT record type in error such as "MAT10" for an error in a 50059. |
| 11 | | Record Section Error | 94 | 1 | Alphanumeric | Contains the section in which the error occurred if this record type has sections, otherwise leave blank. |

**M** = Mandatory field; has a value not equal to spaces or zeros     **MOC** = Mandatory on condition(s)     **F** = Future field; TRACS will value with the appropriate fill characters

# TENER Tenant MAT Error Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|-----------|------|------------|----------------|--------------|------------|------------------------|
| 12 | | Record in Error Record Number | 95 | 5 | Numeric | Contains the sequential record number of the record in error. |
| 13 | | Field Number in Error | 100 | 4 | Numeric | Contains the field number of the field within the record that has the error. |
| 14 | | Field Contents in Error | 104 | 50 | Alphanumeric | Contains the field contents in error.  Field contents are truncated after 50 characters.  In some cases this field may contain a message instead of field contents.  This message will be prefixed by "MSG;" for example, "MSG: MISSING HEAD OF HOUSEHOLD." |
| 15 | | Type Field Error | 154 | 2 | Alphanumeric | Values:<br>C, D, F, H, N, P, T, X,, A1, A2, A3, A4, A5, A6, A7, A8, A9 or 1<br> Space = not field error<br> See Appendix C of the MAT User Guide for associated message. |
| 16 | | Type Mandatory Error | 156 | 2 | Alphanumeric | Values:<br>G, J, K, L, M, S, V, Z, 2, 3, 4, 5, 6, or 9<br>Space = not mandatory error<br><br> See Appendix C of the MAT User Guide for associated message. |
| 17 | | Transmission Record Count Error | 158 | 2 | Alphanumeric | Values:<br>E, O, Q, R or 7<br>Space = not a count or sequence error<br><br> See Appendix C of the MAT User Guide for associated message. |
| 18 | | Site Reported Count | 160 | 6 | Numeric | If field 17 contains "E" or "Q," this will be the site reported value. |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

# TENER Tenant MAT Error Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 19 | | MAT Calculated Count | 166 | 6 | Numeric | If field 17 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in TENHR contains the number of certifications (MAT10s) in this transmission. If the site reports 20 MAT10s and the MAT counts only 19 MAT10s, then field #18 in this record (TENER) will contain 20 and field #19 will contain 19.) |
| 20 | | Error Message Text | 172 | 78 | Alphanumeric | This field contains the error message text that is associated with an error code. The error codes and associated messages are defined in Attachment C. |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# TENTR Trailer Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 1 | **M** | Literal | 1 | 27 | Alphanumeric | Value "Processing Mailbox ID: @*@." |
| 2 | **M** | Sender's Telecom Address | 28 | 10 | Alphanumeric | The telecommunications identifier assigned by HUD to the sender submitting the data to TRACS. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. **(Formerly Mailbox ID)** |
| 3 | **M** | Project's Telecom Address | 38 | 10 | Alphanumeric | The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. **(Formerly Mailbox ID)** |
| 4 | | Record Identifier | 48 | 5 | Alphanumeric | Value "TENTR" |
| 5 | | Release/Version Number | 53 | 7 | Alphanumeric | Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B |
| 6 | | Record Number | 60 | 5 | Numeric | A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission. |
| 7 | | Original Date Stamp | 65 | 8 | Date | MMDDYYYY - The date stamp of the original transmission to which these error records apply. |
| 8 | | Original Time Stamp | 73 | 6 | Time | HHMMSS - The time stamp of the original transmission to which these error records apply. |
| 9 | | Error Date Stamp | 79 | 8 | Date | MMDDYYYY - The date stamp of this transmission. |
| 10 | | Error Time Stamp | 87 | 6 | Time | HHMMSS - The time stamp of this transmission, not the actual time transmission occurred. |
| 11 | | OA-Defined Data | 93 | 20 | Alphanumeric | The same value as contained in the TENHR field #6. |

**M** = Mandatory field; has a value not equal to spaces or zeros    **MOC** = Mandatory on condition(s)    **F** = Future field; TRACS will value with the appropriate fill characters

## TENTR Trailer Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 12 | | Sender Name | 113 | 15 | Alphanumeric | Sender's name. |
| 13 | | Sender Street Address | 128 | 20 | Alphanumeric | Sender's address. |
| 14 | | Sender City | 148 | 15 | Alphanumeric | Sender's city. |
| 15 | | Sender State | 163 | 2 | Alphanumeric | Sender's state. |
| 16 | | Sender Zip Code | 165 | 5 | Numeric | Sender's zip code. |
| 17 | | Total Number Error Records | 170 | 6 | Numeric | The total number of type TENER records sent. |
| 18 | | Total Number of Field Errors | 176 | 6 | Numeric | The total number of field edit errors. |
| 19 | | Total Number of Mandatory Errors | 182 | 6 | Numeric | The total number of mandatory field errors. |
| 20 | | Total Number of Record Count Errors | 188 | 6 | Numeric | The total number of record count errors. |
| 21 | | OA Software Vendor | 194 | 20 | Alphanumeric | Name of the software product used by the OA to create this submission. |
| 22 | | OA Software Release/Version | 214 | 10 | Alphanumeric | The release or version number associated with the software used by the OA to create this submission. |
| 23 | | CA Software Vendor | 224 | 20 | Alphanumeric | Name of the software product used by the CA or third-party to create this submission. |
| 24 | | CA Software Release/Version | 244 | 10 | Alphanumeric | The release or version number associated with the software used to create this file. |

**M** = Mandatory field; has a value not equal to spaces or zeros   **MOC** = Mandatory on condition(s)   **F** = Future field; TRACS will value with the appropriate fill characters

# TENTR Trailer Record

| MAT Field | Note | Field Name | Start Position | Field Length | Field Type | Definitions and Edits |
|---|---|---|---|---|---|---|
| 25 | | Agency Defined Data | 254 | 20 | Alphanumeric | Data defined by the CA or other entities receiving submissions and forwarding them to TRACS. |

M = Mandatory field; has a value not equal to spaces or zeros    MOC = Mandatory on condition(s)    F = Future field; TRACS will value with the appropriate fill characters